



## BIDDING DOCUMENT

(Supply of 1,475 Winter Kits, 400 Food Packs & 400 Non-Food Kits in Pakistan and AJK)

PROJECT CODE: (PK-24-516 Tender)

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Please submit Bids for Each Activity by filling the section no. II/ Attached Specification

- Bid # 1: Supply of 1275 Winter Kits, 400 Food Pack and 400 Non-Food Kits in Various districts of Pakistan and AJK.

Name of Firm: \_\_\_\_\_

NTN: \_\_\_\_\_

Bank Account Details: \_\_\_\_\_

Contact#: \_\_\_\_\_

Email Address: \_\_\_\_\_



**Human Appeal -Pakistan**

Farm House 4-4, Street 11, Chak Shahzad Farms, Islamabad, Pakistan

Nov 22, 2024

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## Section I. Instructions to Bidders

### A. General

#### 1. Scope of Bid

1. HA-PAK invites bids for the Supply of 1,475 Winter Kits, 400 Food Packs, and 400 Non-Food kits in various districts of Pakistan and AJK.
2. The successful Bidder is expected to complete the services by the Intended Completion date is given in section II, with effective from the signing of the Contract.

#### 2. Eligible Bidders

1. This Invitation for Bids is open to all NTN-holder Bidders from all over Pakistan
2. Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent, and coercive practices issued by HA-PAK.
3. Bidders shall not be involved in terrorist acts/criminal activities or associated with individuals and/or entities associated with terrorist acts/criminal activities.

#### 3. Corrupt, Fraudulent, Collusive, and Coercive Practices

1. HA-PAK requires that all; HA-PAK Staff, Bidders, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. HA-PAK shall reject any Bids put forward by Bidders or where applicable terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, criminal activities collusive or coercive practices.

#### 4. Eligible material/Goods

1. All goods /materials/ Services to be supplied under the contract shall have their origin in an eligible source (The "origin" means the place where the goods are produced, or the related services are supplied. e.g. Not smuggling goods), and all expenditures made under the contract will be limited to such Supply/construction.

### B. The Bidding Documents

#### 1. Content of Bidding Documents

The material/goods/services required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- a) Instructions to Bidders (ITB)
- b) Contract for Supply/Services
- c) Schedule of Requirements
- d) Technical Specifications
- e) Selection criteria form

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

#### 2. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding documents may notify through e-mail and given in the tender notice, indicated in the published Tender Notice. While no telephonic inquiries will be entertained.

### **3. Amendment of Bidding Documents**

1. At any time prior to the deadline for submission of bids, HA-PAK, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
2. All prospective bidders who have received the bidding documents will be notified of the amendment in writing and will be binding on them.
3. In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, HA-PAK, at its discretion, may extend the deadline for the submission of bids (if required).

## **C. Preparation of Bids**

### **1. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid, and HA-PAK will not be responsible or liable for those costs.

### **2. Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and HA-PAK shall be written in the English language.

Supporting documents and printed literature furnished by the Bidder may be in another language provided.

### **3. Bid Proposal**

The Bidder shall propose the Bid with complete detail and the appropriate Price Schedule, indicating the services and goods to be supplied or provided, a brief description of the goods/material, and their country of origin, quantity, quality, and prices.

### **4. Bid Prices**

1. The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the goods/services it proposes to supply under the contract.
2. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account unless otherwise specified. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

### **5. Bid Currency**

Prices shall be quoted in the following currency: For services and goods/materials that the Bidder will provide/supply to HA-PAK, the prices shall be quoted in Pakistan Rupees (PKR currency).

### **6. Period of Validity of Bids**

1. Bids shall remain valid for the period of 2 months after the date of bid opening prescribed by HA-PAK. A bid valid for a shorter period shall be rejected by HA-PAK as non-responsive.

2. In exceptional circumstances, prior to the expiry of the bid validity, HA-PAK may request that the bidders extend the period of validity for a specified additional period of not more than 30 days. The request and the bidders' responses shall be made in writing.

#### **D. Submission of Bids**

##### **1. Sealing and Marking of Bids**

The Bidder shall stamp and sign the filled document/tender and send a scanned or PDF copy of the bid, brief profile of relevant projects done/experience/registration certificates/ references, and other documents (*project name, project amount, Organization, date of completion and contact details*) in **a Zep Folder with mentioned firm Name and project Name**, via this specified e-mail at [PK24516.tender@humanappeal.org.uk](mailto:PK24516.tender@humanappeal.org.uk)

Duly marking the subject line **Project Code: (PK-24-516 Tender)** and **Project Location**, applied for. Final bidders will be also requested to submit their security deposit of 5% of the whole bid/proposal by courier/post or submit by hand at the country office of HA.

##### **2. Deadline for Submission of Bids**

- a) **Bids must be received by HA-PAK via the email box specified under instructions to bid (ITB), no later than (date and time) 8<sup>th</sup> December 2024, 5:00 PM.**
- b) HA-PAK may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB, in which case all rights and obligations of HA-PAK and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

##### **3. Late Bids**

Any bid received by HA-PAK after the deadline for submission of bids prescribed by HA-PAK will be rejected and will not be forwarded for the bid opening processes. The Bidder will assume the responsibility of un-possession of the bid documents.

#### **E. Opening and Evaluation of Bids**

##### **1. Opening of Bids**

**The bidders, bids will be opened on 11<sup>th</sup> December 2024 at 2:30 PM. No bid shall be rejected at bid opening, except for late bids.**

Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders in case of sealed bids.

##### **2. Clarification of Bids and Contacting Bidders**

During the evaluation of the bids, HA-PAK may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing or physical meeting and no change in the prices or substance of the bid shall be sought, offered, or permitted.

##### **3. Preliminary Examination**

HA-PAK will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required guarantees have been furnished/referenced, whether the documents have been properly signed, and whether the bids are generally in order.

#### 4. Evaluation and Comparison of Bids

HA-PAK will evaluate and compare the bids, which have been determined to be substantially responsive.

HA-PAK's evaluation of a bid will exclude and not take into account:

- a) In the case of goods/material/services, sales and other similar taxes will be the responsibility of the vendor, which will be payable on the goods/services if a contract is awarded to the Bidder;
- b) In the case of goods/materials of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder; and

HA-PAK's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with one or more of the following factors:

- a) Delivery **schedule/completion period offered in the bid;**
- b) Deviations in payment schedule from that specified in the Conditions of Contract;
- c) Other specific criteria indicated and/or in the Technical Specifications, **(Refer to selection criteria under the section I below )**

#### 5. Clarification of Bids and Contacting HA-PAK

- a) No Bidder shall contact HA-PAK on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of HA-PAK, it should do so in writing through the given e-mail.
- b) Any effort by a Bidder to influence HA-PAK in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

#### 6. Post-Qualification

- a) In the absence of pre-qualification, HA-PAK will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB.
- b) The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as HA-PAK deems necessary and appropriate.
- c) Prior to award, HA-PAK shall verify and validate any documents/information submitted and if necessary shall conduct an ocular inspection of the Bidder office, plant/warehouse, and equipment.
- d) An affirmative determination will be a pre-requisite for the award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event HA-PAK will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

#### 7. Purchaser's Right to Accept any Bid and to Reject any or All Bids

HA-PAK reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or bidders of the grounds for HA-PAK's action.

**F. Award of Contract**

**1. Award Criteria**

HA-PAK will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

**2. Purchaser’s Right to Vary Quantities at Time of Award**

HA-PAK reserves the right at the time of contract award to increase or decrease, by the percentage indicated [+/- 50%], the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

**3. Notification of Award**

- a) Prior to the expiration of the period of bid validity, HA-PAK will notify the successful Bidder in writing, that its bid has been accepted
- b) The notification of award will constitute the formation of the Contract.

**4. Signing of Contract**

At the same time as HA-PAK notifies the successful Bidder that its bid has been accepted/selected, HA-PAK and successful Bidder will sign agreements.

**G. Other Associated Conditions**

- 1) All material/items/services must be 100% according to the specifications, quantity and quality as required
- 2) Bids should be included Carriage and Transportation/Delivery charges
- 3) Payment will be made after completion of services/delivery on the provision of bills and GRN/work completion report.
- 4) Payment will be through a cross cheque.
- 5) All applicable taxes are applied and will be deducted
- 6) Previous experience letter/pos for work (At least four)
- 7) Kindly enclose evidence of your experience with other organizations, NGOs or INGOs
- 8) The bidders will be responsible for submitting a **Bank Guarantee/Call deposit equivalent to Rs. 5%** of the total bid price in the name of the “**Human Appeal**” and attached PDF copy of the call deposit along with your bid/quotation.

**H. Penalty on Delay in Project Completion**

Sl No	Total Delay	% To be deducted from the contract value
1.	First 10 days	1.00%
2.	From 11 to 20 days	2.00%
3.	From 21 to 30 days	3.00 %
4.	Above 30 days:	Up to 10% As per discretion of the Procurement committee of HA

**I. Modern Slavery**

The Supplier shall comply with all applicable anti-slavery and human trafficking laws, statutes, regulations from time to time in force including but not limited to the Modern Slavery..., and have and maintain throughout the term of this Agreement its own policies and procedures to ensure its compliance.



- i. **Selection Criteria of Bids/proposal** Up to 10% As per discretion of Procurement committee of HA  
**INSTRUCTIONS** – Bidders are required to complete all sections of the below table and mention the attached documents as an annexure 1,2,3.....so on in the comments and attachments column

SELECTION CRITERIA			
Items	Question/indicators	Bidder's Response	
		Yes/No	Comments /and Attachments of Proofs
<b>A ESSENTIAL CRITERIA (General )</b>			
1	Bidder accepts Human Appeal's Terms and Conditions and complies with all RFP/RFQ mandatory requirements /information on the same tender format.		
2	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws. (Local and international)		
3	Suppliers/Vendors are not any prohibited parties or on Government debar/ Blacklisting by any organization.		
4	Have a valid NTN certificate/ GST certificate		
5	Valid PEC Certificate	N/A	
6	Utility bill offices as physical evidence		
<b>CAPABILITY &amp; SUSTAINABILITY QUESTIONS</b>			
<b>B Company Experience and References (Point 12) (4 for Each )</b>			
1	<b>Experience of a company on similar projects (Minimum 4 )</b> 04 projects experiences = 4 03 projects experiences = 3 02 projects experiences = 2 01 projects experiences = 1		
2	<b>working experiences in relevant Area or Regional Experience (previous)</b> if yes= 4 If Nearby = 3 If No =1		
3	<b>Quality of Reference Check</b> If up to mark 4 If Moderate 2 If a Negative Response 0		
<b>C Financial Health of Company (Points 16)</b>			
1	<b>Project Implemented Worth of Similar projects (Highest valued work orders)</b> if average of 4 project values is above the total of HA Budget = 10 80 % of total budget=8 50 % of total =5 Below the 50% of Budget = 2		
2	<b>Latest Bank Maintenance Certificate</b> if yes= 3 If No =0		
3	<b>The latest Financial Audit report of Frim</b> if yes= 3 If No =0		
<b>D Quality of Bid/Proposal and Lead time. (Points 06)</b>			

1	<b>Proposed completion time for Short-term projects (1 to 2 Weeks)</b> if 1 Week or below = 6 if within 10 Days = 3 if within 2 Weeks = 2 if the above 2 months = 0		
<b>E Environmental, Social, Health, and Safety Impact (Points 06)</b>			
1	<b>The bidder demonstrates activities OR has processes in place within their organization. (e.g., paperless offices, green technology in offices, policies, training programs, community outreach programs, etc.)</b> If Yes = 3 If No = 0		
2	<b>Availability of in-house personnel dedicated person to ESHS issues(Please attached Profile of Personnel)</b> If Yes =03 If No = 0		
<b>F Financial proposal/Bid offered (Points 60)</b>			
1	<b>Overall project costs</b> Lowest bidder =50 2nd Lowest Bidder =40 3rd Lowest Bidder=30 4th Lowest bidder=20 5 lowest Bidder =10 above then 5th =05		
2	<b>The Supplier provides bid security /Pay order / a bank guarantee relevant to the project</b> If Yes =10 If No =05		
<b>Note:</b> Please attach all Scanned or PDF documents along with the bid/ offer/quotation in one zip folder with your organization and project names and send via the given email			<b>Total Points=100</b>

Proposed Completion Time after Purchase order	1 Week or below	Within 10 days	Within 2 weeks	Within 3 weeks or Above
<b>If other than above please specify here...</b>				

0% Advance payment	10% Advance payment	20% Advance payment	30% Advance payment

## Section II. Schedule of Requirements

### (A) List of Winter Kits Items (HA-UK)

SNO	Items Details	Specifications	Unit	Qty	Unit Rate (PKR)	Total Amount (PKR)
1	Shawls	One male & one female, woolen, good quality, ideal size 101 X 203 cm, (2 in one pack)	Number	2		
2	Sweater	Medium size, woolen, good quality, one each for male & female (age group 10 years to 14 years)	Number	2		
3	Socks	Medium size, woolen, good quality, two pairs each for male & female	Pair	4		
4	Caps	Medium size, woolen, good quality, two caps for male	Number	2		
5	Muffler (boys)	Woolen, medium size, good quality, 2/pack	number	2		
6	Gloves	Woolen, medium size, good quality (4 pairs/pack)	Pair	4		
7	Packing	Packed in a single bag, with the HA logo on one side and list of times on second side	No	1		
<b>Total Cost per Winter Kit (PKR)=</b>						

SNO	Delivery Districts (Options)	Per winter Kit Cost (As mentioned above) PKR	Per Kit Transportation Cost (District Wise) PKR	Total Per Kit Cost (Unit Rate) PKR
1	Districts Batagram KPK			
2	Districts Torghar KPK			
3	Districts Karak KPK			
4	Districts DI Khan KPK			
5	Districts Neelum AJK			
6	Districts Bagh AJK			
7				

**Note:**

- The Unit rates per kit must be inclusive of all kinds of taxes applicable as per the law of Pakistan
- The unit rates per kit must be inclusive of packing costs and transportation costs until the distribution point at any place/area within the selected districts.
- HA reserves the right to select any one district, or two districts, or all districts for delivery of winter kits with any Nos.(qty)
- The estimated minimum quantity is **1,475 winter kits**, but it can be increased or decreased as per the actual budget.

### (B) List of Winter Kits Items (Food and Non Food) (HA-AUS)

#### Food Packs

S NO	Item Description	Unit	Total Unit	Unit Rate PKR	Total Amount PKR
1	Wheat Flour (15 KG bag)	Bag	1		
2	Cooking Oil (Meezan /Habib) ( 3 liters bottle)	Bottle	1		
3	Rice Basmati	KG	3		
4	Dall Lobia (red)	KG	1		
5	Black TEA 1/2 Kg, Tapal/ Supreme / Lipton	Kg	0.5		
6	Dry roasted Black chick peas (Kala Chana )	Kg	1		
7	<b>Packing:</b> Packed in a single carton , with the HA logo on one sides and items list on second side	No	1		
<b>Total Cost per food pack (PKR)=</b>					

SNO	Delivery Districts (Options)	Per food pack Cost (As mentioned above) PKR	Per food pack Transportation Cost (District Wise) PKR	Total Per food pack Cost (Unit Rate) PKR
1	Districts Bagh AJK			
2	Tehsil Murree District RWP			

**Note:**

1. The Unit rates per food pack must be inclusive of all kinds of taxes applicable as per the law of Pakistan
2. The unit rates per food pack must be inclusive of packing costs and transportation costs until the distribution point at any place/area within the selected districts.
3. HA reserves the right to select any one district, or both districts, for delivery of food packs with any Nos.(qty)
4. The estimated minimum quantity is **400 food packs**, but it can be increased or decreased as per the actual budget.

### Non-Food Items

S NO	Item Description	Unit	Total Unit	Unit Rate (PKR)	Total Amount (PKR)
1	Shawl Best Quality medium Size Male Size: 2.5 X 1.2 Meter. Material: 100 % Blended Wool recommended Weight: Should not be less than 900 Gram	No	1		
2	Shawl Best Quality medium Size Female Size: 2 X 1 Meter or 80 x45 Inches. Material: Embroided on Wool Weight: Should not be less than 500 Gram	No	1		
3	Sweater Male Medium Size Good Quality Size: Chest 22.5 Inches, Length 27.5 Inches and Sleeves Length 23 Inches	No	1		
4	Sweater Female Medium Size Good Quality Size: Chest 20 Inches, Shoulder 15.5 Inches, Length 25 Inches and Sleeves Length 22 Inches	No	1		
5	Blanket Single Bed Double Layer Size: 60X90 Inches Material: 100 % Polyester, Super Soft	No	2		
6	<b>Packing:</b> All items will be packed in nonwoven bags or any alternative with Human Appeal logo on both sides (or one side list of items).				
<b>Total Cost Per Non-food Kit (PKR)=</b>					

SNO	Delivery Districts (Options)	Per Non-food Kit Cost (As mentioned above) PKR	Per Non-food Kit Transportation Cost (District Wise) PKR	Total Per Non-food Kit Cost (Unit Rate) PKR
1	Districts Bagh AJK			
2	Tehsil Murree District RWP			

**Note:**

1. The Unit rates per Non-food Kit must be inclusive of all kinds of taxes applicable as per the law of Pakistan
2. The unit rates per Non-food Kit must be inclusive of packing costs and transportation costs until the distribution point at any place/area within the selected districts.
3. HA reserves the right to select any one district, or both districts, for delivery of Non-food Kits with any Nos.(qty)
4. The estimated minimum quantity is **400 Non-food Kits**, but it can be increased or decreased as per the actual budget.

**Packing Instruction:** Each Kit will contains one Male Shawl, one Female Shawl, one Male Sweater, one Female Sweater and two Blankets. All items will be packed in nonwoven bag or any alternate with Human Appeal logo on both sides. Sticker's designs can be different. Blanket bags also have logo on both sides.

**Section III needs to be filled with complete information**

Section III. Questionnaire/Contact Form

**1. Bidders Questionnaire/Contact Form**

While the bid documents can be downloaded from the website [www.humanappeal.org.pk](http://www.humanappeal.org.pk) (<https://humanappeal.org.pk/work/tender.php>) and <https://www.iapg.org.uk/tenders/> bidder has to submit back the evidence/proof documents along with filled tender document/bids with completed information and documents in Scanned/PDF format in **a one zip folder with the name of your organization and project** (for example **(PK-24-516 Tender)**)

Required:

Display name: PK-24-516 Tender

Username: PK24516.tender@humanappeal.org.uk

**HA-PAK**

**Bidders Questionnaire/Contact Form**

**1) Organizational Information**

<b>Organization Name</b>	
<b>Legal Status of Organization</b>	1- Public Limited <input type="checkbox"/> 2-Private Limited Company <input type="checkbox"/> 3-Partnership <input type="checkbox"/> 4-Sole Trader <input type="checkbox"/> 5-Other(Please specify)_____
<b>NTN Number</b>	
<b>Postal Address</b>	

**2) Contact Information:**

	<b>Main Contact (Executive head)</b>	<b>Focal Person</b>
<b>Name</b>		
<b>Designation</b>		
<b>Telephone (with city code)</b>		
<b>Mobile Phone</b>		

Please share the Latest and relevant work experience details				
	Project-1	Project-2	Project-3	Project-4
Name of Organization				
Contact name and phone , number, Email				
Description of items/services delivered				
Project implementation Area/Location:				
Quantity				
Date contract awarded				
Date contract Completed				
Value of Contract in PKR Please share your Maximum value P.O details				
<b>Bidders are requested to attach PO's/ or agreements of the above details as evidence (Documents shared via Google Drive are not acceptable/accessible)</b>				

### UNDERTAKING BY BIDDER:

I hereby undertake that the above information is correct and if found incorrect, the firm shall be liable for disqualification/ legal action. I acknowledge the terms and conditions along with right of Human Appeal Pakistan to accept/reject the application without assigning any reason, which shall not be challenged in any court of law.

Name

Date

Stamp

Signature

**Bid Document Issued By: (for HA-PAK Staff)**

OPERATION DEPARTMENT

HUMAN APPEAL PAKISTAN

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